

Final Application

(Step 2 of 2-Step Application Process)

This Program Final Application form is the second step of a two-step application process for commercial property owners (“Owner”) to apply and receive approval for financing through the CaliforniaFIRST Program (the “Program”) for qualified energy efficiency, renewable energy generation, and/or water conservation property improvements. Applicants are encouraged to complete the first application step by submitting the Initial Application and receive an *Initial Reservation* before proceeding to this second step. However, applicants that don’t wish to obtain pre-approval may submit the Initial and Final Application together. Upon review and approval of this Final Application, the Program will issue a *Final Reservation* for participation in the Program to the applicant.

In order to complete this Final Application, applicants should have or get:

- An Initial Reservation issued from the Program in response to submission of an Initial Application (optional)
- Final Application form
- Contractor bids/estimates
- Executed Lender Acknowledgement of Contractual Assessment (if applicable)
- Appropriate energy and/or water audits or assessment
- Estimates of eligible incentives
- Two years financials (not required if you are arranging your own capital)
- Term sheet from an eligible project lender (see Program Handbook for details) that will act as the project investor and will supply the capital for the financing of the project
- Copy of most recent mortgage statement (if applicable)
- Utility Information Customer Release form
- Property Owner Acknowledgement of Program Terms
- Contractor Acknowledgement of Program Terms
- Power of Attorney, Corporate Resolution and/or Articles of Incorporation (if applicable)
- Title Report (see instructions on the next page)
- Appraisal (optional)(see instructions on the next page)

For more details about the application process, please see the Program Handbook.

What to Submit

Please refer to the following Submission Checklist and Instructions section for more details about what items need to be submitted along with this Final Application.

Where to Submit

Please send one hardcopy of this completed form with original signatures to:

CaliforniaFIRST Program
500 12th St., Suite 300
Oakland, CA 94607

Additional Final Application materials may be submitted in one of the following ways:

- Email an electronic copy of all Final Application materials to info@CaliforniaFIRST.org
- Fax a copy of all Final Application materials to (510) 451-7904.
- Send one hardcopy of all Final Application materials to the address above.

Contact

For questions about the application process or your current status, please contact the Administrator at (510) 692-9995 or info@CaliforniaFIRST.org

Submission Checklist and Instructions

The following is a checklist for all the items to be submitted with the Final Application. Please submit the Final Application and all related items together.

Note: For the following instructions, a *measure* is an individual property improvement (energy efficiency, energy generation, or water conservation) that will be performed on and permanently affixed to the property. Eligible measures are listed on the Authorized Improvements list located on https://californiafirst.org/property_owners_overview. The collection of all measures for which the applicant is seeking financing from the Program is referred to as the *project*.

Check	Application Item to Submit	Instructions
<input type="checkbox"/>	1. Final Application	Please complete all sections in the remainder of this document and have all property owners (or their legally authorized representatives) sign it.
<input type="checkbox"/>	2a. Contractor Cover Sheet(s)	For each contractor involved in the project, please complete and submit a separate contractor cover sheet.
<input type="checkbox"/>	2b. Contractor Bid(s)	For each contractor involved in the project, please submit their bid, including details about the equipment, materials and labor to be performed. (note: attach a completed Contractor Cover Sheet to the front of each bid)
<input type="checkbox"/>	3. Written Lender Acknowledgement (if applicable)	Please use the Program's Lender Acknowledgement Request form to gain written affirmative acknowledgment from the property's existing mortgage holder(s) if there is a mortgage on the property.
<input type="checkbox"/>	4. Energy / Water Audit(s)	Please submit copies of the appropriate type of Energy Audit and/or Water Audit report (see Program Handbook for details, requirements and alternatives).
<input type="checkbox"/>	5. Incentive Documents	Participation in incentive programs is strongly encouraged (see Program Handbook for details). Please submit copies of pre-approval documentation (e.g. reservation notice(s) or application) from the program(s).
<input type="checkbox"/>	6. Two Years Financials	<u>Financials are not required if you are arranging your own capital.</u> If you require CaliforniaFIRST to match you with a capital provider, please provide two years financials, audited if possible.
<input type="checkbox"/>	7. Term Sheet	The term sheet contains all necessary information to generate the Agreement to Pay Assessment and Finance Improvements ("Assessment Contract") and bond documents. Please fill out the template term sheet and submit with the final application documents.
<input type="checkbox"/>	8. Mortgage Statement (if applicable)	Please submit the most recent mortgage statement for the property.
<input type="checkbox"/>	9. Utility Release From	Please fill out the Authorization to receive customer information or act on a customer's behalf developed by the California investor-owned utilities.
	10. Acknowledgement of Program Terms – Owner(s)	All owners must read the Program Terms and sign the Program Terms Acknowledgement form.
	11. Acknowledgement of Program Terms – Contractor	The primary contractor must read the Program Terms and sign the Program Terms Acknowledgement form.
<input type="checkbox"/>	12. Power of Attorney, Corporate Resolution, Articles of Incorporation (if applicable)	Please complete the Power of Attorney form if required by the Property Owner(s).
<input type="checkbox"/>	13. Title Report	Please submit a title report dated no earlier than 30 days before the date on which the Final Application is submitted. If a title report is not provided in the final application, the Program Administrator will obtain a report for a fee.
<input type="checkbox"/>	14. Appraisal (optional)	Please submit a MAI or SREA property appraisal if the current assessed value does not meet the value tests outlined in the Program Handbook.

1. APPLICANT INFORMATION

Applicant Primary Contact (person to whom all communication will be directed)		
Name:		Title:
Email:		Phone:
Mailing Street Address:		
City:	State:	Zip:
Relationship of Primary Contact to Property:		

2. PROPERTY INFORMATION

Property Physical Address			
Street:		City:	
State:	Zip:	County:	
Assessor's Parcel Number (APN, if property has one):			

Property Debt	
What is the total of all debt secured by the property (i.e., mortgages, line(s) of credit, etc.)?	\$ _____

3. PROPERTY ELIGIBILITY

Has anything changed regarding the property or owner's eligibility for participation in the Program since the Initial Application form was submitted and approved?	<input type="checkbox"/> Yes* <input type="checkbox"/> No
<i>*If 'yes,' attach a separate sheet explaining the changes. Note that the Program will have to review such changes, and, depending on what has changed, the Owner may or may not be eligible for participation in the Program.</i>	

4. PROJECT DETAILS

Tentative Project Start Date:	Tentative Project Completion Date:
Do you plan to ask for progress payments during the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Project Details Table: Please use the following table to provide details about the property improvements (or *measures*) that will be included in the project for which you are seeking financing through the Program, or attach appropriate documentation if information is included in a bid or audit.

	Projected Annual Savings				Cost			EUL
Brief Description of Each Improvement* <small>(i.e. PV, HVAC, irrigation)</small>	Peak Savings (kW)	Electricity Savings (kWh)	Gas / Fuel Savings (therms)	Water Savings (gallons)	Improvement Cost**	Rebate / Incentive \$ Amount	Net Cost	Expected Useful Life*** (years)
Totals								

**Refer to the Authorized Improvements List document for system/subsystem descriptions to be used in the improvement descriptions; if improvement does not appear in the Authorized Improvements List, precede the improvement description with the designation 'custom:'*

****For Improvement Cost, please include materials cost, installation/labor cost, and other costs such as permit fees**

***The Expected Useful Life (EUL) of each property improvement can be found in the Authorized Improvements List.

5. TOTAL REQUESTED FINANCING AMOUNT FOR PROJECT COSTS

This section is provided to help applicants consider all components of their project cost, and for them to provide details about the amount of financing for project costs that they will seek through the Program. Note that the values supplied in this section may differ significantly from those supplied during the Initial Application step of the application process when the project may have been far less developed.

A. Construction Costs (including labor, materials and permits)	\$ _____
B. Survey and Audit Costs	\$ _____
C. Drafting, Engineering, and/or Plan Preparation Costs	\$ _____
D. Other: _____ (please attach separate sheet if necessary)	\$ _____
Total Project Costs:	\$ _____
E. Less: Preliminary Estimate of Rebates / Incentives	\$ _____
F. Less: Property Owner Contribution	\$ _____
Total Requested Financing Amount:	\$ _____

Note: The Total Requested Financing Amount can be less than but not greater than the Total Project Costs. The final rebate/incentive payment from the respective program may turn out to be higher or lower than the preliminary estimate. Owners should be prepared to cover the gap between Project Costs and the combined rebate/incentive and financing amount if necessary.

Owner acknowledges that there will be additional costs that will be included in the financing, as described in the Term Sheet and the Program Handbook.

6. INCENTIVE INFORMATION

Have you already applied to incentive programs for the measures for which you are requesting financing through the Program? (note: incentive programs are usually applied to before installing eligible project measures in order to get pre-approval)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you haven't already applied to incentive programs for these measures, do you plan to?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no to the answer above, why not?	

7. PROJECT LENDER

The Program is using the *Open Market* capital sourcing model in which the Owner has the flexibility of identifying their project lender or using a project lender facilitated by the Program. Note that this project lender will have to sign separate Program documents as part of the closing process.

Lender Primary Contact		
Name of Lending Institution:		
Contact Name:	Title:	
Email:	Phone:	
Mailing Street Address:		
City:	State:	Zip:

8. REPRESENTATIONS

1. The Owner (and its corporate parent if the Owner is a single-purpose entity) is solvent and no proceedings are pending or threatened in which the Owner (or the corporate parent, as applicable) may be adjudicated as bankrupt, become the debtor in a bankruptcy proceeding, be discharged from all of the Owner's (or corporate parent's, as applicable) debts or obligations, be granted an extension of time to pay the Owner's (and the corporate parent's, as applicable) debts or be subjected to a reorganization or readjustment of the Owner's (and the corporate parent's, as applicable) debts.

The Owner (or any corporate parent if the Owner is a single-purpose entity) has not filed for or been subject to bankruptcy protection in the past three years.

2. The Owner is not party to any litigation or administrative proceeding of any nature in which the Owner has been served, and no such litigation or administrative proceeding is pending or threatened that, if successful, would materially adversely affect the Owner's ability to operate its business or pay the assessment to be levied pursuant to the Assessment Contract when due, or which challenges or questions the validity or enforceability of the Assessment Contract or any other documents executed by Owner in connection with the Program.



9. SIGNATURE OF FINAL APPLICATION

To the best of my knowledge, the data in this application are correct and complete.

I have performed due diligence to confirm that the subject property and project(s) to be financed still conform to the terms set out in the Program Handbook which I have read, understand and agree to.

I agree to the release of my name and contact information and my property's utility usage data by the Program to designated Program contractors for the purpose of evaluating this Final Application, processing the financing transaction and conducting surveys and evaluation of the Program.

Property Owner Signature(s) (All Property owners or their legally authorized representatives)		
Owner 1 Signature:	Owner 1 Name (printed):	Final Application Date:
Owner 2 Signature:	Owner 2 Name (printed):	Final Application Date:
Owner 3 Signature:	Owner 3 Name (printed):	Final Application Date:
Owner 4 Signature:	Owner 4 Name (printed):	Final Application Date:

10. CLOSING VERIFICATION

[The alternative to this approach (i.e., re-execution of Application at closing) is a closing certificate] The representations and warranties made by the Owner in the Final Application as of the date set forth in "Signature of Final Application" are true and correct in all material respects on the date hereof, with the same effect as if made on the date hereof.

Owner 1 Signature:	Owner 1 Name (printed):	Closing Date:
Owner 2 Signature:	Owner 2 Name (printed):	Closing Date:
Owner 3 Signature:	Owner 3 Name (printed):	Closing Date:
Owner 4 Signature:	Owner 4 Name (printed):	Closing Date: